

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Marta Department Of Finance And Administration Division Of General Services 1300 Equitable Bldg. 100 Peachtree Street, N.W. Atlanta, Georgia 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 8 1976 76-78 MAR 15 1976										
4. Person to Contact Mildred Smith		5. Working Title File Clerk		6. Telephone No. 586-5081									
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. </div> <div> <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS. NO FURTHER ACCUMULATION ANTICIPATED. </div> </div>													
8. Earliest & Latest Dates of Series 1972 To Present		9. Exact Series Title Office Equipment Purchase Order File											
10. What is the function of the office in which this record series is created? <div style="text-align: center; padding-top: 50px;">See Attached</div>													
11. This file contains the following documents (include form numbers, and titles, if any, and file arrangement): Documents relating to: The purchase of office equipment and services from contract vendors to the Authority. Included are: Purchase Orders; (3rd copy) Purchase Requisitions; Receiving Invoice/Notice: And Contract Inventory Report. File is arranged: Alphabetically by vendor by year.													
ATTACH SAMPLES OF THE FILE													
12. Equipment Occupied Letter-size File Drawers Legal-size File Drawers		No. of Drawers <div style="text-align: center; font-size: 1.5em;">2</div>	Cu. Ft. of Records <div style="text-align: center; font-size: 1.5em;">4</div>	Annual Rate of Accumulation Floor Space Occupied (Square Feet) AVERAGE DAILY REFERENCES									
				No. of Drawers Cu. Ft. of Records <div style="display: flex; justify-content: space-around; font-size: 1.5em;"> 2 4 </div>									
				In Office(s) In Storage Area(s) <div style="display: flex; justify-content: space-around; font-size: 1.5em;"> 7 0 </div>									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">This Year's</th> <th style="width: 25%;">Last Year's</th> <th style="width: 25%;">Preceding Year's</th> <th style="width: 25%;">All Prior Year's</th> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Year's	2	1	0	0
This Year's	Last Year's	Preceding Year's	All Prior Year's										
2	1	0	0										

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- *(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☒ Hold in the current files area 4 month(s)/ 4 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

These files are no longer a functional part of this division. The function now belongs to another division. These files are used as a source record for functional analysis and operation.

26. APPROVALS

Approved Department Records Management Officer. Date <u>2/24/76</u>	Approved Legal Counsel Date <u>3-2-76</u>
Approved Division Head / Designee Date <u>2/25/76</u>	Approved Division of Audit Date <u>3-3-76</u>
Approved Department Head / Designee Date <u>2-10-76</u>	Approved MARTA Management Advisory Committee Date <u>3-15-76</u>
Approved Records Management Analyst Date <u>2-10-76</u>	Approved Department of Archives and History Date <u>3-15-76</u>